

**Fort Dodge Public Library
Board of Trustees
Meeting Agenda
Monday, January 26, 2026
Board Conference Room
3:30 p.m.**

- I. Call to Order/Determination of Quorum
- II. Agenda Approval
- III. Approval of Minutes
- IV. Comments/Questions from the Public
- V. Bills & Financial Reports
- VI. Communications/Board Education
- VII. Committee Reports
 - a. Friends of the Library
- VIII. Director's Report
- IX. Old Business
 - a. Annual Review - Director
- X. New Business
 - a. Library Director Job Description – Revision
 - b. Financial Responsibilities Policy – Revision
 - c. Personnel Policy - Revision
- XI. Adjournment

Next Meeting: Monday, February 23, 2026 3:30 p.m.

Fort Dodge Public Library Board of Trustees

Meeting Minutes

December 22, 2025

I. Call to order/Roll Call

President Merrily Dixon called to order the regular meeting of the Fort Dodge Public Library Board of Trustees at 3:33 p.m. on December 22, 2025 at the Fort Dodge Public Library.

The following persons were present: Rita Schmidt (Director), Heidi Ingram (Staff), Merrily Dixon, Deb Kelleher and Brittney Hindman.

II. Approval of Agenda

A motion to approve the agenda was made by Hindman and seconded by Kelleher. Motion carried.

III. Approval of Minutes

A motion to approve the November meeting minutes was made by Hindman and seconded by Kelleher. Motion carried.

IV. Comments/Questions from the Public

V. Bills and Financial Reports

- a) Kelleher moved payments in the amount of \$1,839.47 to be approved in the Gift and Memorial Accounts Hindman seconded. Motion carried.
- b) Kelleher moved payments in the amount of \$6,321.11 (includes one addition from the packet) be approved in the City Funds Accounts Hindman seconded. Motion carried.

VI. Communications/Board Education

New building webinar- Rita watched it at webjunction.org. The speaker was from Newton, KS Library and key points were to set goals, focus on positive outcomes and realize you can't make everyone happy. Visit other libraries but not just new ones. Have an open and honest dialog about what will work best and for the long term.

VII. Committee Reports

Nothing to report.

VIII. Director's Report

Programming/Services

Children's Services

- Despite uncooperative weather, participation in our Saturday Holiday Extravaganza drop-in programs has been good.
- Escape Room programs for kids ages 7-13 will be held on Monday, December 29th and Tuesday, December 30th. Registration is now open online.
- Anastasia will offer drop-in craft days and STEM activities in January and February; dates and times are to be determined.

Adult Services

- Attendance was strong for Brad Wilkening's presentation on the Holocaust, despite poor weather conditions.
- A special drop-in adult craft program will be held on Thursday, December 18th.

- Pascale is planning additional drop-in adult craft programs for January and February; specific dates are to be determined.

Budget

- A meeting with David and Jeff is scheduled for Monday, January 5th to review our budget request.

State Library

- Maryann Mori is now serving as the State Library's NW District consultant. Her previous position will remain vacant for the time being. Libraries in Webster County have been assigned to her for consulting services.
- Work on the accreditation report is nearly complete. Only document submission and responses to two questions remain, with completion anticipated by December 31st.

Miscellaneous

- The Library received a \$1,000 donation from an attorney who regularly uses our study rooms to meet with clients.
- Our new server was shipped and arrived today.

IX. Old Business

- a) Renovation/Remodel Discussion-will be seeking out names for architects with experience working with libraries.
- b) Annual Review-Rita's review will need to be completed sometime in January.

X. New Business

- a) Revisions to Internet Use Policy were presented. Kelleher made the motion to approve and Hindman seconded. Motion carried.

XI. Adjournment

Hindman moved a motion to adjourn. Seconded by Kelleher. The motion carried. The meeting was adjourned at 4:08 p.m.

**FDPL Memorial Account
Ending January 31, 2026**

Accounts	Beginning Balance	January Income	January Expense	YTD Expense	Remaining Balance	% Expended
Kids Programs-Friends	6,082.87			2,937.59	6,082.87	33%
Adult Programs-Friends	91.36			230.56	91.36	72%
Teen Programs-Friends	1,520.10			68.59	1,520.10	4%
Subscriptions	2,350.34			828.00	2,350.34	26%
Donations	10,354.75	925.00	2,117.08	2,464.79	9,162.67	21%
Vend Print	9,910.43			2,359.25	9,910.43	19%
Lost & Paid/Processing Fees	3,954.82	83.87	71.35	235.41	3,967.34	6%
Misc Monies	7,028.59	205.50		271.95	7,234.09	4%
Ann Smeltzer Charitable Trust	12,072.51			-	12,072.51	0%
Maxine Hillesland Trust	67,526.91		10,074.27	21,860.54	57,452.64	28%
Dolores Schermer Estate	13.44			250.00	13.44	95%
	120,906.12	1,214.37	12,262.70	31,506.68	109,857.79	22%
Scharfenberg Monies	174,502.47			-	174,502.47	0%

Fort Dodge Public Library
Gift Memorial - Checks for Approval

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Vendor#</u>	<u>Amount</u>	<u>Line Item</u>
5038	1/26/2026	Amazon Capital Services	002348	\$ 71.35	children's reorder
5039	1/26/2026	Ingram	056900	\$ 574.19	Memorials, children's reorder
5040	1/26/2026	Dell	24580	\$ 10,074.27	New server-Hillesland funds
5041	1/26/2026	MicroMarketing	00259	\$ 1,542.89	Donations
				\$ 12,262.70	

Accounts Payable Invoice Report

G/L Date Range 01/01/26 - 01/31/26
 Report By Vendor - Invoice
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount	
Vendor 747 - ACCESS SYSTEMS										
40939549	agreement 003-3194041-000 01/26	Edit		01/13/2026	01/13/2026	01/13/2026			304.06	
							Vendor 747 - ACCESS SYSTEMS Totals	Invoices	1	<u>\$304.06</u>
Vendor 2348 - AMAZON CAPITAL SERVICES										
1W4V-HQKQ-QCGG 1	supplies	Edit		01/13/2026	01/13/2026	01/13/2026			160.21	
							Vendor 2348 - AMAZON CAPITAL SERVICES Totals	Invoices	1	<u>\$160.21</u>
Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC										
309960	credit from buffer pads	Edit		01/13/2026	01/13/2026	01/13/2026			(51.20)	
310423	bath tissue, kitchen towel	Edit		01/13/2026	01/13/2026	01/13/2026			103.00	
310451	garbage bags, roll towel, soap	Edit		01/13/2026	01/13/2026	01/13/2026			170.00	
							Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC Totals	Invoices	3	<u>\$221.80</u>
Vendor 130515 - FORT DODGE FIBER										
8486 010126	internet service	Edit		01/13/2026	01/13/2026	01/13/2026			55.00	
							Vendor 130515 - FORT DODGE FIBER Totals	Invoices	1	<u>\$55.00</u>
Vendor 40455 - FRONTIER COMMUNICATIONS										
5155734346 0126	telephone	Edit		01/13/2026	01/13/2026	01/13/2026			86.90	
							Vendor 40455 - FRONTIER COMMUNICATIONS Totals	Invoices	1	<u>\$86.90</u>
Vendor 73975 - MIDAMERICAN ENERGY										
575995452	electricity	Edit		01/13/2026	01/13/2026	01/13/2026			1,711.68	
							Vendor 73975 - MIDAMERICAN ENERGY Totals	Invoices	1	<u>\$1,711.68</u>
Vendor 96432 - SECURITY EQUIPMENT, INC										
977052	alarm monitoring 2/1/26 to 4/30/26, service agreement 2026	Edit		01/13/2026	01/13/2026	01/13/2026			835.41	
							Vendor 96432 - SECURITY EQUIPMENT, INC Totals	Invoices	1	<u>\$835.41</u>
Vendor 97330 - SHERWIN WILLIAMS										
5295-0	paint	Edit		01/13/2026	01/13/2026	01/13/2026			22.83	
							Vendor 97330 - SHERWIN WILLIAMS Totals	Invoices	1	<u>\$22.83</u>
Vendor 2253 - WOODRIVER ENERGY LLC										
485377	gas service 12/11/25-1/14/26	Edit		01/13/2026	01/13/2026	01/13/2026			1,586.99	
							Vendor 2253 - WOODRIVER ENERGY LLC Totals	Invoices	1	<u>\$1,586.99</u>
							Grand Totals	Invoices	11	<u>\$4,984.88</u>

Director's Report – January 2026

Programming & Services

Children's Services

- Storytimes began January 6–7 and will run through mid-March. Attendance has been strong despite winter weather.
- Anastasia is finalizing plans for her grant-funded literacy program. It will run for seven weeks beginning in April.
- The December Escape Room programs for children ages 10–13 were very well received.
- All Tuesday Adventure programs for this summer have been booked. The series will both open and close with “Bubbles on the Square”, and several new performers have been added to the lineup this summer.

Adult Services

- A special drop-in adult craft program is scheduled for Thursday, January 22. Pascale is also planning an additional program for February or March.
- Pascale has been actively booking educational speakers for 2026, with programs currently scheduled for April, May, and October.

General Services

- In response to frequent patron questions about the location of our “new” DVDs, staff created a separate shelf for them. New DVDs are now labeled with an orange sticker and shelved together in the DVD area for approximately six months.
- To ensure adequate staffing for Tuesday Adventure programs, the library will again be closed on Tuesday evenings during June and July.

Budget

- The library's budget presentation to City Council is scheduled for Monday, January 26. A copy of the slides is included in this month's packet.
- Due to a projected reduction of \$50,000–\$100,000 in city tax revenues for FY27, General Fund departments were asked to identify potential budget reductions. I proposed the following adjustments if needed (**total potential savings \$9,700**):
 - Reduce line 6259 Maintenance Contracts by \$3,000 (Foundation to fund ScanEZ workstation agreement and microfilm reader/printer maintenance)
 - Reduce line 6268 Internet Services by \$700 (full cost must be budgeted prior to applying the E-rate discount)
 - Reduce line 6281 Gas/Electricity Combined by \$5,000 (based on a two-year average of approximately \$50,000, while still planning for potential rate increases)
 - Reduce line 6321 Operating Supplies by \$1,000

Remodel/Renovation

- I will be working with Assistant City Manager Ryan Maehl on the upcoming renovation/remodel. Given his leadership role in the City Hall remodel, his experience will be valuable as we move forward. We are currently compiling a list of architects with library-specific experience in preparation for issuing an RFP. Ryan's assistance will be especially helpful when items are presented to City Council.

Policies

- While preparing for meetings with newly elected council members, I identified outdated staff titles in the Financial Responsibilities policy and have updated it accordingly.
- Following the December vote to decertify the City's public works/areas union, references to the union have been removed from the personnel policy.

Personnel

- The City has launched a Leadership Development Series for department heads and supervisors. Anastasia, Pascale, and I will participate in various sessions over the coming year, along with assigned leadership readings and discussion groups.
- Fort Dodge native Joey Coleman, Chief Experience Composer at Design Symphony, will present a customer service workshop at ICCC on Friday, February 27. I plan to send our staff so the library will be closed to the public until 1:30 p.m. that day.
- The packet includes an updated library director job description reviewed by HR and aligned with the citywide job description format, including the new pay grade and job number.

State Library

- The library's accreditation report was submitted to the State Library on January 5.

Miscellaneous

- Jo Berkland approached me about using our large meeting room for a free weekly Tai Chi class for seniors offered through Elderbridge, beginning in February and running through May. Although our current meeting room policy limits reservations to twice per month, I approved the request due to the program's community benefit and our facility's accessibility. This request has prompted me to consider revising the meeting room policy to better accommodate similar recurring community programs in the future.

Ending January 31, 2026

FDPL Foundation Fund

	YTD Budget	January Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
Publicity/Promotion	4,873.98	1,101.46	1,475.35	4,500.09	3,398.63	30%
Adult Programs	8,711.34	125.91	1,468.98	7,368.27	7,242.36	17%
Teen Programs	4,414.86		480.31	3,934.55	3,934.55	11%
Digital Resources	79,314.76		26,932.18	52,382.58	52,382.58	34%
Non-Print Materials	15,225.71		-	15,225.71	15,225.71	0%
Staff Development	4,342.06	1,100.00	2,473.05	2,969.01	1,869.01	57%
Supplies	6,768.80	80.32	1,110.51	5,738.61	5,658.29	16%
Adult Materials	90,470.85	2,931.79	5,772.86	87,629.78	84,697.99	6%
Kids Materials	42,035.57	551.88	4,708.28	37,879.17	37,327.29	11%
Teen Materials	16,489.53	198.73	2,570.54	14,117.72	13,918.99	16%
Fawkes Monies	33,794.74	52.44	2,272.32	31,574.86	31,522.42	7%
	306,442.20	6,142.53	49,264.38	263,320.35	257,177.82	16%

FDPL-F Deardorf

	YTD Budget	January Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
Adult Materials	15,001.10		14,931.28	69.82	69.82	100%
Kids Materials	259.22		5.14	254.08	254.08	2%
Teen Materials	6.77		-	6.77	6.77	0%
Non-Print Materials	46,088.95	373.37	30,429.03	16,933.08	16,559.71	64%
Kids Misc	1,540.07		-	979.07	979.07	36%
Adult Misc	979.07		-	979.07	979.07	0%
Public Art	5,864.98		-	5,864.98	5,864.98	0%
	69,740.16	373.37	45,365.45	25,086.87	24,713.50	65%

FDPL-F AXY Fdn Grant

	YTD Budget	January Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
670 AXY Grant	3,195.44		-	3,195.44	3,195.44	0%
	3,195.44	-	-	3,195.44	3,195.44	0%

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 002 - Library General									
REVENUE									
Department 31 - LIBRARY									
Division 4110 - LIBRARY SERVICES									
41005	PROPERTY TAX	.00	.00	.00	4,980.05	.00	4,980.05	(4,980.05)	+++
44810	LIBRARY CHARGES FEES	.00	.00	.00	4,910.53	.00	4,910.53	(4,910.53)	+++
45020	LIBRARY FINES FORFEITURES	.00	.00	.00	(268.62)	.00	(268.62)	268.62	+++
Division 4110 - LIBRARY SERVICES Totals		\$0.00	\$0.00	\$0.00	\$9,621.96	\$0.00	\$9,621.96	(\$9,621.96)	+++
Department 31 - LIBRARY Totals		\$0.00	\$0.00	\$0.00	\$9,621.96	\$0.00	\$9,621.96	(\$9,621.96)	+++
REVENUE TOTALS		\$0.00	\$0.00	\$0.00	\$9,621.96	\$0.00	\$9,621.96	(\$9,621.96)	+++
EXPENSE									
Department 31 - LIBRARY									
Division 4110 - LIBRARY SERVICES									
6100	ALL PERSONNEL SERVICES	.00	.00	.00	44,277.67	.00	44,277.67	(44,277.67)	+++
6129	CITY CONTRIB FOR FICA	.00	.00	.00	2,669.94	.00	2,669.94	(2,669.94)	+++
6130	CITY CONTRIB FOR MEDICARE	.00	.00	.00	624.42	.00	624.42	(624.42)	+++
6131	CITY CONTRIB FOR IPERS	.00	.00	.00	4,179.76	.00	4,179.76	(4,179.76)	+++
6137	GROUP INSURANCE	.00	.00	.00	7,726.42	.00	7,726.42	(7,726.42)	+++
6207	PROFESSIONAL FEES	.00	.00	.00	229.00	.00	229.00	(229.00)	+++
6259	MAINTENANCE CONTRACTS	.00	.00	.00	1,154.00	.00	1,154.00	(1,154.00)	+++
6264	EQUIPMENT-REPAIR/MAINTENANCE	.00	.00	.00	1,200.00	.00	1,200.00	(1,200.00)	+++
6268	INTERNET SERVICES	.00	.00	.00	55.00	.00	55.00	(55.00)	+++
6271	TELEPHONE SERVICE	.00	.00	.00	86.95	.00	86.95	(86.95)	+++
6281	GAS/ELECTRICITY COMBINED	.00	.00	.00	2,775.65	.00	2,775.65	(2,775.65)	+++
6301	BUILDING & HOUSE SUPPLIES	.00	.00	.00	576.98	.00	576.98	(576.98)	+++
6321	OPERATING SUPPLIES	.00	.00	.00	243.53	.00	243.53	(243.53)	+++
Division 4110 - LIBRARY SERVICES Totals		\$0.00	\$0.00	\$0.00	\$65,799.32	\$0.00	\$65,799.32	(\$65,799.32)	+++
Department 31 - LIBRARY Totals		\$0.00	\$0.00	\$0.00	\$65,799.32	\$0.00	\$65,799.32	(\$65,799.32)	+++
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$65,799.32	\$0.00	\$65,799.32	(\$65,799.32)	+++
Fund 002 - Library General Totals									
REVENUE TOTALS		.00	.00	.00	9,621.96	.00	9,621.96	(9,621.96)	+++
EXPENSE TOTALS		.00	.00	.00	65,799.32	.00	65,799.32	(65,799.32)	+++
Fund 002 - Library General Totals		\$0.00	\$0.00	\$0.00	(\$56,177.36)	\$0.00	(\$56,177.36)	\$56,177.36	
Fund 167 - Library Memorial Fund									
REVENUE									
Department 31 - LIBRARY									
Division 4116 - LIBRARY MEMORIAL									
47180	CONTRIBUTIONS	.00	.00	.00	7,271.19	.00	7,271.19	(7,271.19)	+++
Division 4116 - LIBRARY MEMORIAL Totals		\$0.00	\$0.00	\$0.00	\$7,271.19	\$0.00	\$7,271.19	(\$7,271.19)	+++
Department 31 - LIBRARY Totals		\$0.00	\$0.00	\$0.00	\$7,271.19	\$0.00	\$7,271.19	(\$7,271.19)	+++

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 167 - Library Memorial Fund									
	REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$7,271.19	\$0.00	\$7,271.19	(\$7,271.19)	+++
EXPENSE									
Department 31 - LIBRARY									
Division 4116 - LIBRARY MEMORIAL									
6419	OTHER CAPITAL EQUIPMENT	.00	.00	.00	1,839.47	.00	1,839.47	(1,839.47)	+++
	Division 4116 - LIBRARY MEMORIAL Totals	\$0.00	\$0.00	\$0.00	\$1,839.47	\$0.00	\$1,839.47	(\$1,839.47)	+++
	Department 31 - LIBRARY Totals	\$0.00	\$0.00	\$0.00	\$1,839.47	\$0.00	\$1,839.47	(\$1,839.47)	+++
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$1,839.47	\$0.00	\$1,839.47	(\$1,839.47)	+++
Fund 167 - Library Memorial Fund Totals									
	REVENUE TOTALS	.00	.00	.00	7,271.19	.00	7,271.19	(7,271.19)	+++
	EXPENSE TOTALS	.00	.00	.00	1,839.47	.00	1,839.47	(1,839.47)	+++
	Fund 167 - Library Memorial Fund Totals	\$0.00	\$0.00	\$0.00	\$5,431.72	\$0.00	\$5,431.72	(\$5,431.72)	
Grand Totals									
	REVENUE TOTALS	.00	.00	.00	16,893.15	.00	16,893.15	(16,893.15)	+++
	EXPENSE TOTALS	.00	.00	.00	67,638.79	.00	67,638.79	(67,638.79)	+++
	Grand Totals	\$0.00	\$0.00	\$0.00	(\$50,745.64)	\$0.00	(\$50,745.64)	\$50,745.64	

Fort Dodge Public Library – December 2025

Circulation

2025: 5,620
2024: 5,365

Gate Count

2025: 4,134
2024: 3,996

Internet Computers Use

Total Number of Logins: 376
Total Time Used: 11 days 19 hours 46 minutes
Average Time Used: 45 minutes

Public WiFi Use

Number of Unique Users: 5
Total Session Count: 6
Total Time Used: 3 hours
Avg. Session Time: 24 minutes

Library Programs – Adults

Number of Programs: 7
Total Participation: 112
LSC Programs: 1
LSC Views: 1,103

Library Programs – Teens

Number of Programs: 0

Library Programs – Children

Number of Programs: 17
Total Participation: 1,349

Adventure Pass Use

Total Number of Passes Borrowed: 3
Blank Park Zoo: 0; Blue Zoo: 1; Des Moines Botanical Gardens: 0; Des Moines Children's Museum: 1; Reiman Gardens: 1; Science Center of Iowa: 0

Hoopla Use

New Patrons: 13
Unique Patrons: 215
Avg. Circs/Patron: 4.2
Checkouts: 911
Avg. Circ Price: \$2.53
Amount Spent: \$2,299.88

Overdrive/Bridges Use

New Users: 14
Unique Users: 349
Checkouts: 1,727

ScanEZ Usage

Total Number of Jobs: 966
Total Number of Pages: 2,514
Scan to Copy: 769 pages (\$95.15)
Scan to Fax: 168 pages (\$38.25)
Scan to Email: 146 pages
Scan to USB: 334 pages
Scan to Phone: 0 pages
Scan to Translation: 1,097 pages
Total Payments: \$133.40

Fort Dodge Public Library

Financial Responsibilities

Authority

Ultimate responsibility for the maintenance and operation of the Library lies with the Board of Trustees. This includes all equipment and materials owned by, as well as the expenditure of all funds available to, the Library. (Fort Dodge Municipal Code 2.64.050 - Powers and duties.)

The Director is responsible for administering the day-to-day operation of the Library, including planning and managing the Library's expenditures and revenues. To carry out these responsibilities effectively, the Board delegates certain authorities to the Director. These include:

- Paying claims for expenditures that are consistent with approved annual budgets.
- Offering starting salaries in accordance with the City of Fort Dodge's personnel policies and procedures
- Expending funds annually out of trust, foundation, and memorial accounts that are designated for a specific purpose (e.g. Friends, FDPL Foundation, Hillesland, etc.)

Annual Operating Budget

The Board delegates to the Library Director the responsibility for preparing the preliminary draft of the annual budget with necessary supporting data. The Board reviews, revises, and approves the proposed budget before it is submitted to the City Manager and City Clerk's Office.

After the City Council approves the annual operating budget based on the recommendation of the City Manager with input from the Library Board, the Library Director is responsible for the operation of the library under the financial conditions set forth in the budget.

Expenditure Reporting and Approval

All disbursements of city funds must be presented to the Board for approval each month at its regularly scheduled meeting. The Library Director will also provide monthly reports on the current year's budget. FDPL follows the City of Fort Dodge's Ordinance for the Obligation and Expenditures of Municipal Funds.

Credit Cards

FDPL may provide credit cards to the Library Director, [Adult Services and Youth Services Librarians and Administrative Coordinator](#). ~~Adult/Teen Services and Children's Services Librarians, and Administrative Specialist~~. Credit cards may be used to purchase goods or services for the Library either online or in person. All receipts must be presented to the Library's Administrative [Coordinator Specialist](#) with an explanation of the purchase

and its purpose. Library credit cards may not be used for personal expenses or purchases.

Accounts

The Library has a checking account for gift monies, memorials, bequests, and monies distributed to it by the Friends of the Library. All disbursements from the Library's checking account must be presented to the Board for approval each month at its regularly scheduled meeting. The Director will also provide monthly reports on the balance of this account.

Contracts for Library Services

In accordance with Fort Dodge Municipal Code (2.64.060 - Power to contract with others for the use of the library), the Board may contract with other entities for use of the Library. Funds from these contracts will be deposited in the Library's operating budget unless otherwise established by Board policy or the Fort Dodge Municipal Code.

Adopted 04/2021
Revised 07/22/2024
Revised 01/26/2026



FORT DODGE PUBLIC LIBRARY



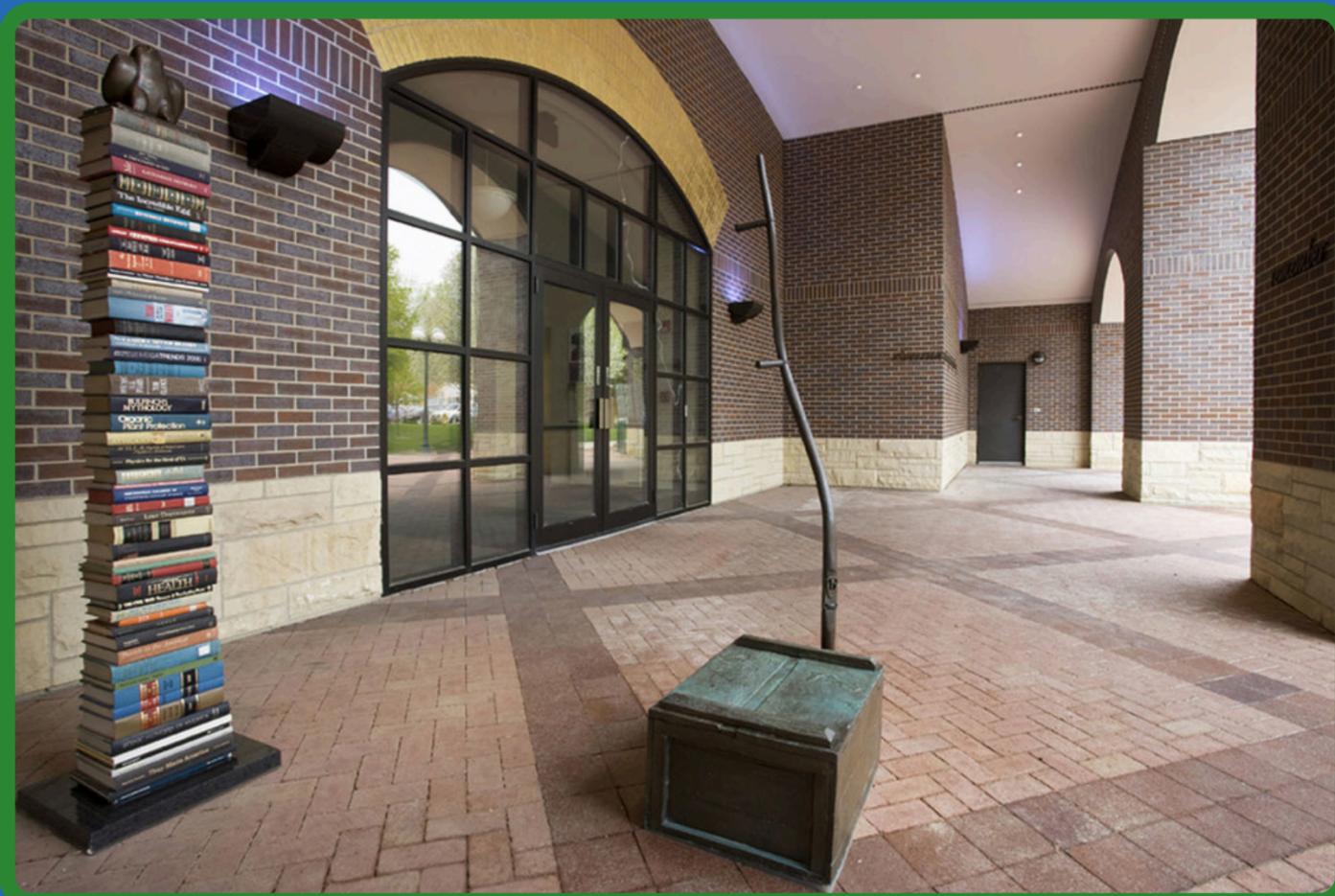
COUNTING CHAPTERS & CENTS FY25 BUDGET

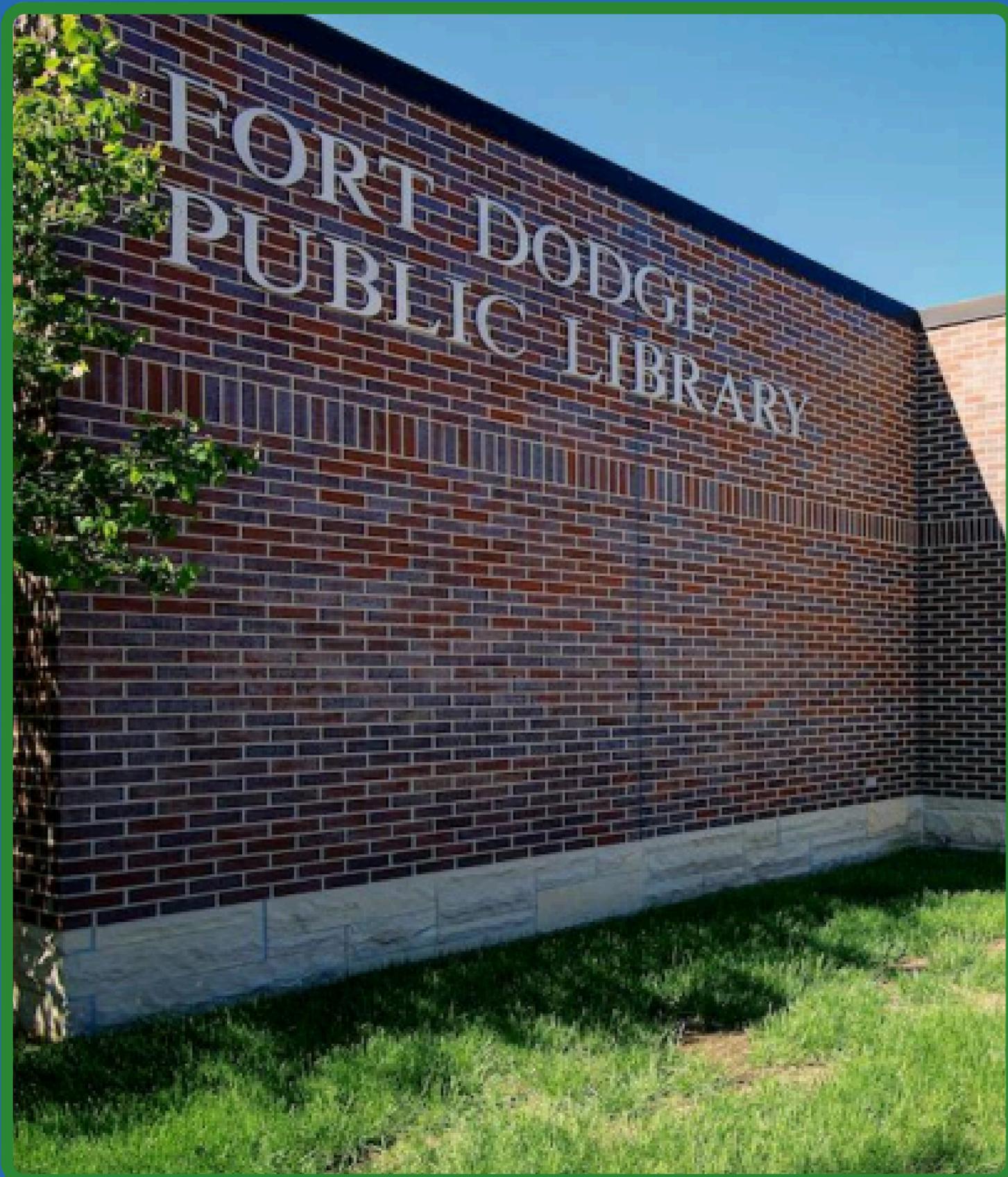
**Governmental Income:
\$954,010**

**Non-Governmental
Income: \$349,501**

Total Income: \$1,303,511

**Total Operating Expenses:
\$1,201,841**





LIBRARY 101

Open Monday - Saturday (51.5 hours)
Total Library Visits: 66,279

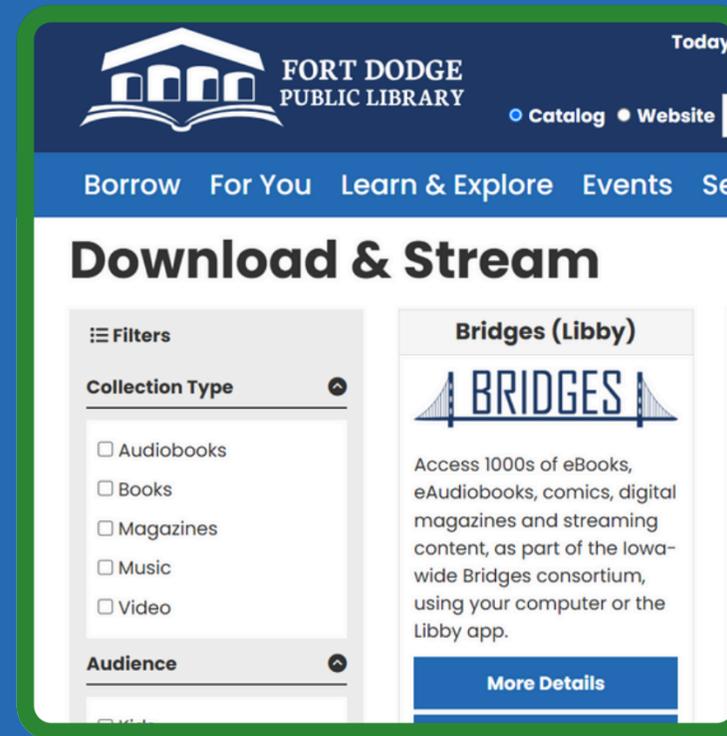
Physical Items Owned: 80,960
eItems Available: 2,172,783
Total Items Available: 2,253,743

Online Resources: 19
Number Programs: 244 / 32,021
Computer/WiFi Use: 6,467 / 5,983 hrs
Website Visits: 14,902

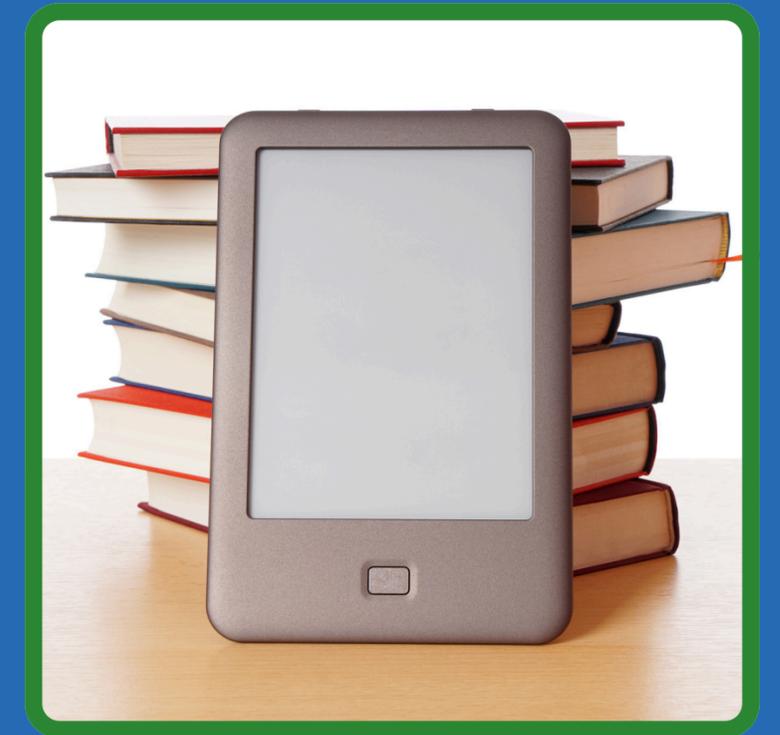
Circulation FY25



All Physical Items
79,581



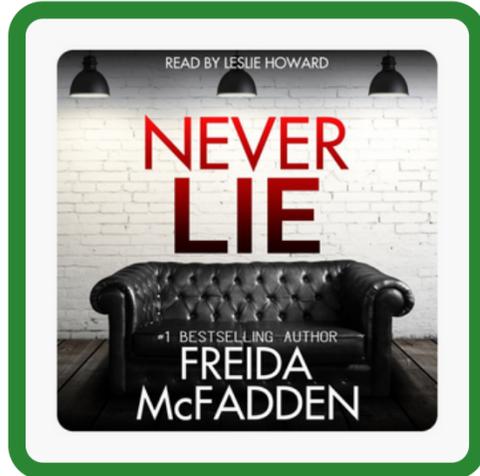
All eltems
28,977



Grand Total
108,558

THE REAL CHECKOUT: WHAT PATRONS SAVED IN FY25

Adult Books Borrowed



26,796
x \$26.00

\$696,696.00

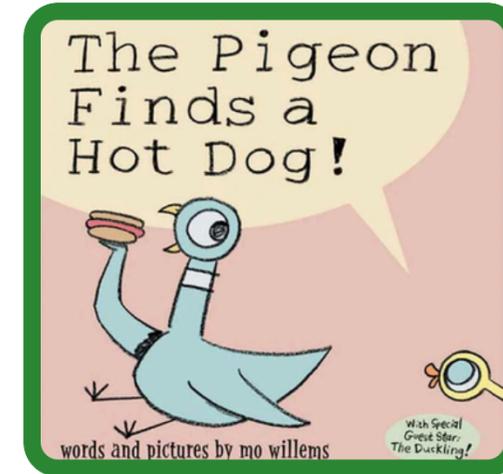
Young Adult Books Borrowed



7,746
x \$16.50

\$127,809.00

Children's Books Borrowed



32,399
x \$16.00

\$518,384.00

Audiobooks Borrowed



1,307
x \$47.50

\$62,082.50

eltems Borrowed



28,977
x \$2.36

\$68,385.72

Magazines Borrowed



1,915
x \$6.50

\$12,447.50

THE REAL CHECKOUT: WHAT PATRONS SAVED IN FY25

DVDs Borrowed



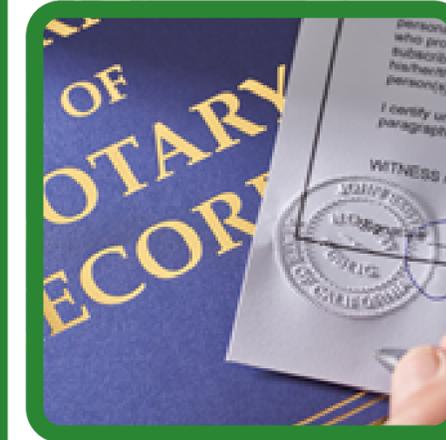
$$\begin{array}{r} 9,414 \\ \times \$21.50 \\ \hline \$202,401.00 \end{array}$$

Attendance at 164 Programs for Patrons of All Ages



$$\begin{array}{r} 6,124 \\ \times \$12.00 \\ \hline \$73,488.00 \end{array}$$

Documents Notarized (2025)



$$\begin{array}{r} 512 \\ \times \$10.00 \\ \hline \$5,120.00 \end{array}$$

Adventure Passes Borrowed



$$\begin{array}{r} 155 \\ \times \$48.00 \\ \hline \$7,440.00 \end{array}$$

Hours of Computer/WiFi Use



$$\begin{array}{r} 5,983 \\ \times \$10.00 \\ \hline \$59,830.00 \end{array}$$

19 Online Resources & Digitization of FD Messenger



$$\begin{array}{r} \$22,103 \\ + \$115,000 \\ \hline \$137,103.00 \end{array}$$

THE LIBRARY PAYOFF:
No Late Fees, Just Big Value

\$1,971,187



DEWEY KNOW THESE FUN FACTS?

Busiest 11 Hour Day

Tuesday, June 17, 2025

- 729 people
 - 499 people attended our Butterfly Encounter Tents Adventure

Busiest 8.5 Hour Day

Wednesday, July 17, 2024

- 539 people
 - 293 people attended our Feller Dinosaur Express Adventure

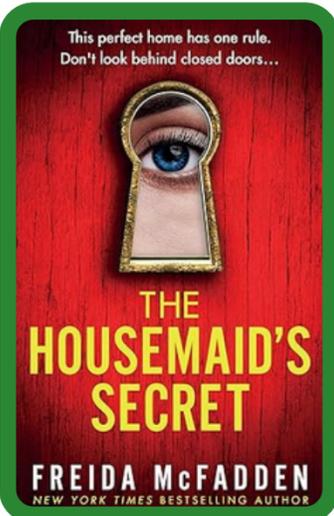
Slowest 8.5 Hour Day

Wednesday, February 12, 2025

- 105 people visited the Library

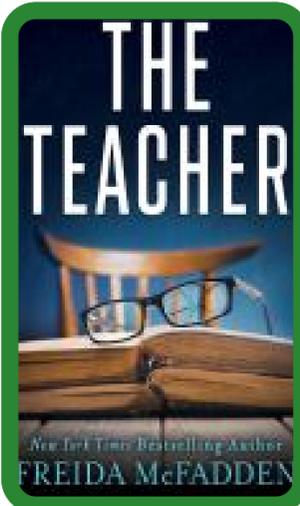
OUR BESTSELLER BUNCH FY25

Adult Fiction



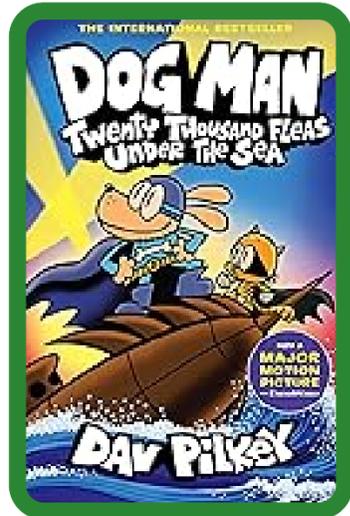
The Housemaid's Secret by Freida McFadden
45x

Adult Fiction - Large Print



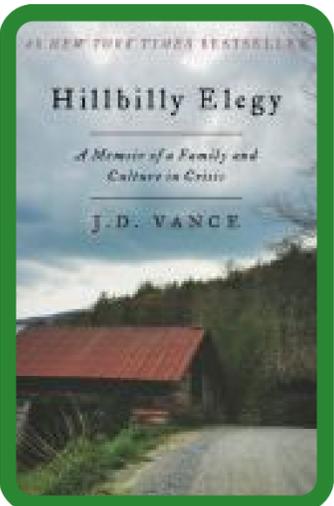
The Teacher by Freida McFadden
23x

Children's Fiction



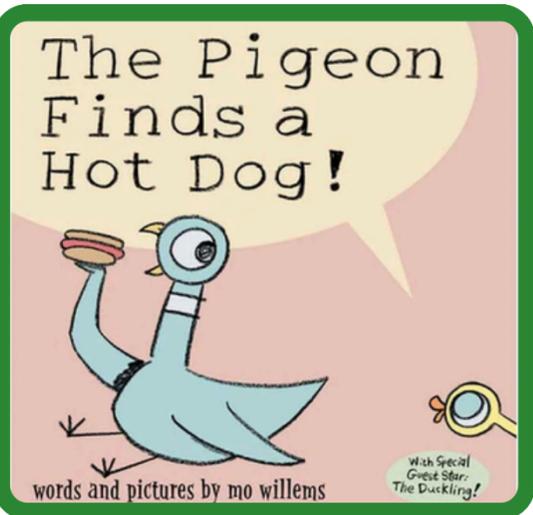
Twenty Thousand Fleas Under the Sea by Dav Pilkey
38x

Adult Nonfiction



Hillbilly Elegy: A Memoir of a Family and Culture in Crisis by J.D. Vance
32x

Children's Easy Book



The Pigeon Finds a Hot Dog! by Mo Willems
25x

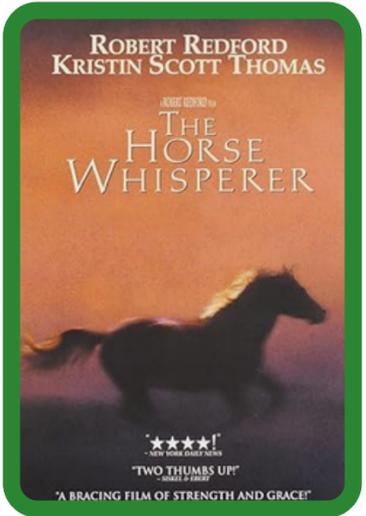
YA Fiction



Belladonna Series and The Black Witch Chronicles (tie between all books in both series)
15x

OUR BESTSELLER BUNCH FY25

Adult DVD



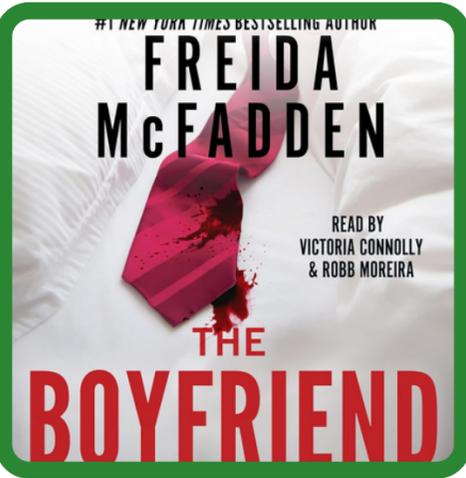
The Horse Whisperer
27x

Children's DVD



Paw Patrol: Aqua Pups & Ultimate Rescue (tie)
18x each

hoopla eltem



The Boyfriend
by Freida McFadden
(e-Audio)
44x

Bridges eltem



Woman's World Magazines
68x

hoopla BingePass



Hallmark+
27x

Iowa Adventure Pass



Science Center of Des Moines
53x

OUR 2025-2026 STORY



Completion of space audit in preparation for renovation



Hired new Youth Services Librarian



Strategic Plan updated



Started offering notary service



All Library staff cross-trained to work any public service desk



Fort Dodge Messenger (thru 2019) digitized and added to website

Renovations: A Library that Works for Everyone

IMAGINING BETTER SPACES

CARPET



PAINT



FURNITURE



AUTOMATIC DOORS



DESIGNING FOR ALL AGES & ABILITIES

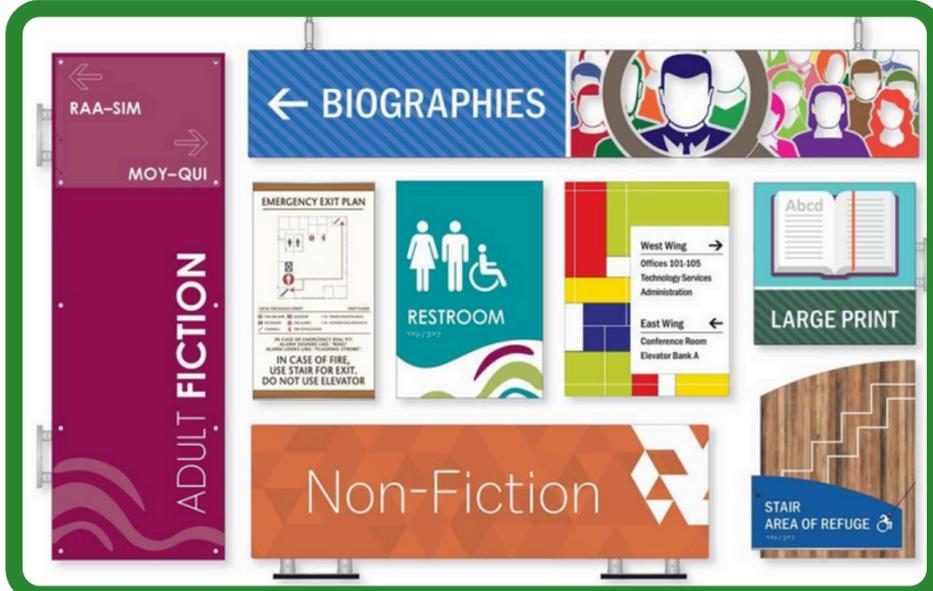
ADULT CHANGING STATION



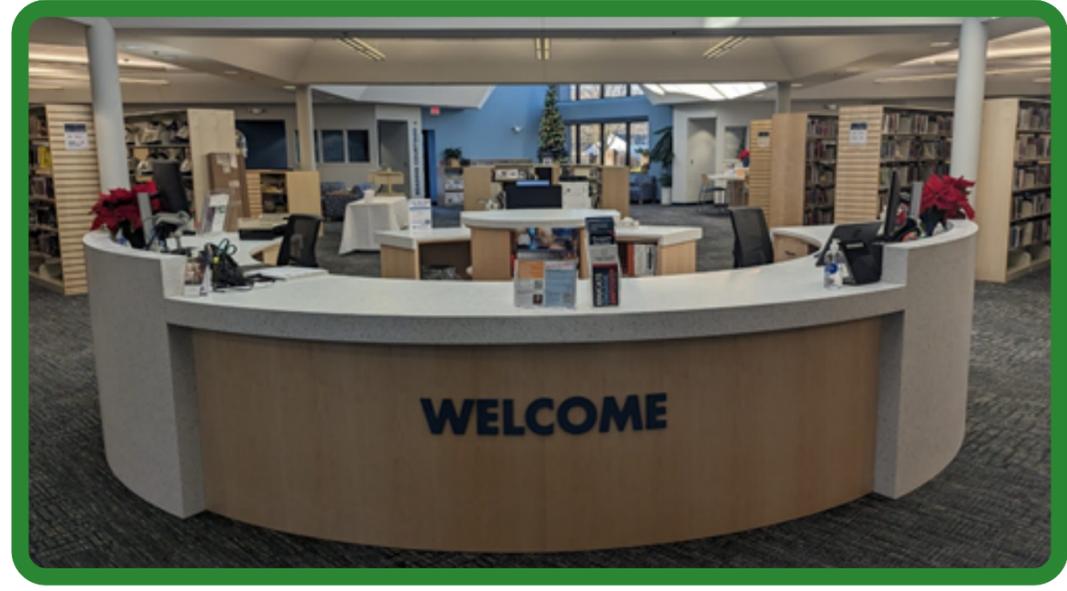
SENSORY-FRIENDLY SPACE



NEW SIGNAGE



NEW SERVICE POINTS



SUPPORTING LEARNING & CONNECTION

DEDICATED TEEN SPACE



ADDITIONAL PROGRAMMING SPACE



ADDITIONAL STUDY ROOMS/SPACES



DIGITAL SIGN ON PROPERTY



EXTERIOR IMPROVEMENTS WISH LIST

REDO OUTSIDE BOOK DROP



REMOVE PAVERS/REPLACE WITH CONCRETE



Library Director

Description of Work

General Duty Statement

Responsible for the overall professional and administrative leadership of a public library dedicated to providing high-quality, inclusive customer service to the community.

Distinguishing Features of the Class

- Provides strategic and operational oversight of the daily library functions.
- Manages all library operations within plans, policies, procedures, and budgets established by the Library Board of Trustees and the City of Fort Dodge.
- Leads the development, implementation, and evaluation of responsive and innovative library services and programs.
- Serves as custodian of all library records and documentation.

Supervision Received

Works under the general direction of the Library Board of Trustees.

Supervision Exercised

Supervises the Adult Services and Youth Services Librarians. Oversees and directs maintenance personnel assigned to the Library.

Essential Functions & Competencies

- Ensures excellent customer service to all community members, inclusive of all backgrounds, identities, and abilities.
- Evaluates library services and recommends improvements based on community needs and best practices.
- Collaborates with community leaders, schools, civic groups, and organizations to support partnerships and programs.
- Works with the Board, staff, and external partners to develop and monitor long-range plans.
- Serves as a liaison to City departments and community agencies to advance City and Library goals.
- Directs day-to-day operations, including programming, outreach, communications, and service delivery.
- Administers and recommends updates to library policies.
- Prepares, administers and monitors the library budget; approves expenditures and ensures compliance with City financial practices.
- Oversees recordkeeping related to budget, revenues, grants, and expenditures; provides reports to the Board of Trustees and City officials.
- Coordinates building and grounds maintenance with appropriate City departments as needed.
- Provides leadership and oversight for collection development, digital resources, the ILS, programming, and other core services.
- Prepares and presents regular reports to the Board of Trustees, City Administrator, City Council, and County Board of Supervisors.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

- Oversees completion of reports required by the State Library of Iowa and other agencies.
- Oversees hiring, evaluation, training, and discipline of library staff; provides mentoring, performance feedback, and professional development support.
- Keeps the Board informed of operations, progress towards goals, and emerging issues; provides guidance on decisions affecting library services.
- Works public service desk coverage, including evenings and weekends as needed.
- Assists in the orientation of new trustees and city council members.
- Maintains professional knowledge through continuing education, conference participation, and review of literature.
- Participates in area, state, and national library associations.
- Supports the Library Foundation and Friends groups to further the Library's mission.
- Ensures safe conditions for patrons, staff, and facilities.
- Performs related duties as required.

Required Knowledge, Skills, and Abilities

- Knowledge of library principles, practices, and trends in public library service.
- Knowledge of applicable local, state, and federal laws, regulations, and policies.
- Strong leadership, personnel management, and organizational skills.
- Ability to work independently, exercise sound judgment, and manage multiple priorities.
- Proficiency in library technologies, including ILS systems, digital resources, databases, and related hardware/software.
- Proficiency with standard office technology and software suites.
- Excellent written and verbal communication skills.
- Ability to establish effective working relationships with staff, officials, community partners, and the public.
- Ability to read, interpret, and analyze complex documents, including financial data.
- Ability to respond to and manage emergencies affecting personnel, patrons, or property.
- Knowledge of the community and its resources.
- Ability to maintain confidentiality and demonstrate integrity, professionalism, and ethical conduct.

Essential Physical & Mental Abilities

Requires the following with or without reasonable accommodations:

- Ability to move book carts and lift up to 40 pounds.
- Ability to sit, stand, walk, bend, reach, grasp, and work at a computer for extended periods.
- Visual ability consistent with tasks requiring reading, observation, and computer use.
- Ability to drive a motor vehicle; valid Iowa Driver's License per required City policy.
- Manual dexterity sufficient to operate computers and office equipment.
- Occasionally climb ladders, balance, stoop, kneel, or crouch.
- Ability to respond rapidly and accurately during task execution and emergency situations.
- Emotional resilience, professionalism, and collaborative team engagement.
- Regular, reliable attendance during normal business hours and scheduled work times.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Minimum Qualifications

- Master's Degree in Library Science from an American Library Association (ALA) accredited institution.
- Minimum six (6) years of public library experience, including at least four (4) years in a supervisory and/or administrative role demonstrating progressive responsibility.
- Direct customer service experience.
- Must pass a post-employment offer background check, physical examination and drug screen.
- Valid Iowa Driver's License (or ability to obtain prior to employment) and compliance with City motor vehicle policy.
- Ability to communicate effectively in English in person, by phone, and in writing.

Preferred Qualifications

- Experience with budgeting, facilities management, and strategic planning.
- Fluency in one or more languages in addition to English.

Approved 01-26-2026

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Fort Dodge Public Library Personnel Policies

Under Iowa Code Chapter 392.5 and the Fort Dodge Municipal Code Chapter 2.64, the Public Library Board of Trustees has been granted special statutory powers to set policy and preside over operations within its designated area, including personnel.

All employees of the Fort Dodge Public Library are also employees of the City of Fort Dodge. As such, library employees are expected to adhere to the rules, regulations, and policies outlined in the *City of Fort Dodge Employee Handbook* unless the Library Board of Trustees has chosen to approve and implement other rules, regulations, or policies governing personnel issues ~~or has signed a collective bargaining agreement currently in effect where applicable provisions take precedence.~~

Every employee will receive a copy of the *Handbook* at the beginning of employment with the Fort Dodge Public Library or will have access to it through ~~the Library's policy manual~~ ~~and/or~~ the City of Fort Dodge's website. Employees will sign a statement acknowledging their receipt of this and of their responsibility to read and comply with the policies in the handbook and any revisions made to it.

The *City of Fort Dodge Employee Handbook* includes, but is not limited to, the following topics:

1. Policy administration;
2. Conditions of employment;
3. Pay and personnel actions;
4. Performance management;
5. Disciplinary actions;
6. Appeals, dispute resolution and investigations;
7. Holidays, vacation, and leaves of absence;
8. Insurance, retirement, and other benefits;
9. Work related travel.

The following employment conditions apply to the Fort Dodge Public Library:

Benefits

Regular full-time employees are eligible to receive those benefits outlined in the *City of Fort Dodge Employee Handbook*.

Regular part-time employees are eligible to receive paid time off benefits outlined in the *Handbook* on a pro-rated basis but are not eligible for health, dental, vision, or life insurance.

Shelvers are not eligible for any benefits other than cost of living increases given to other employees.

Hours of Operation and Work Schedules

The library's current hours of operation (open to the public) are:

Monday: 9:00 a.m. – 8:00 p.m.
Tuesday: 9:00 a.m. – 8:00 p.m.
Wednesday: 9:00 a.m. – 5:30 p.m.
Thursday: 9:00 a.m. – 5:30 p.m.
Friday: 9:00 a.m. – 5:30 p.m.
Saturday: 9:00 a.m. – 1:00 p.m.

The normal working schedule for library employees will be on the basis of a total of forty (40) hours per week, eight (8) hours per day. Full and part-time exempt and non-exempt employees may be required to work evenings and Saturdays on a regular basis.

Holidays

The library will observe and grant regular employees the same nine and a half (9.5) paid holidays that are identified in the City of Fort Dodge Employee Handbook, Section 7-1.A. City observed holidays include the following:

New Year's Day
Martin Luther King, Jr. Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Christmas Eve 1/2 Day
Christmas Day

In addition, one and a half (1.5) personal holidays will be granted to regular library employees. Personal holiday time may be taken at the employee's discretion with the approval of the Library Director or their immediate supervisor. Personal holiday hours not used by the end of the calendar year will not roll over to the following year; those hours will be eliminated.

The following also apply:

- When a holiday falls on a Sunday, it will be observed on Monday.
- When a holiday falls on a Tuesday or Wednesday, the Library will close at 5:30 p.m. the preceding evening.
- The library will be closed on the Saturdays of Memorial Day and Labor Day weekends.
- When a holiday falls on a Saturday, the library director or Board of Trustees may choose to close both the preceding Friday and that Saturday.
- In the event that City Hall is closed to the public on a day prior to or following a City-observed holiday (e.g. Black Friday), the library may follow suit at the

discretion of the library director or Board of Trustees. Staff who choose not to work that day must use vacation or personal holiday time if available. If vacation, compensatory time, or personal holiday time is not available to them, staff must work or may take the time off without pay.

Closings

Employees who are unable to arrive to work due to inclement weather conditions affecting roads and travel or who request to leave work early due to inclement weather must notify the director or a member of the management team. Employees who are unable to arrive for work or are given permission to leave work may use vacation, compensatory time, personal holiday time or have any un-worked part of the day taken as leave without pay.

However, if the library is closed by order of the Library Director or City Manager, either before or after opening for the day, employees scheduled to work will be paid for the day as if they had worked their scheduled hours.

Adopted 08/12/1997

Revised 08/23/2004

Revised 02/2012

Revised 08/30/2012

Revised 01/26/2015

Revised 01/25/2018

Revised 02/24/2020

Revised 06/28/2021

Revised 09/26/2022

Revised 07/24/2023

Revised 01/26/2026